

IPER Meeting 8/6/2010

Overall Goal: Touch base after TTT in Atlanta mid-July

Present: Maya Davis, Chris Haley, John Harding (MEMA), Vicki Lee, Kim Moreno, Sarah Patterson, Jane Thursby (MEMA)

Next Meeting: Thursday September 9, 2010 at 2:00pm

Action Items:

1. **Jane:** Learn classroom capacities and dates available for classes.
2. **All:** Get specific names and lists of participants (get Tom Wellman involved).
3. **Kim:** Speak with Tom Wellman re: IPER training. Does he want to be an instructor? If not, he at least needs to be a part of customization process and be on-site for trainings as expert.
4. **All:** Look at the materials and begin customizing. Think of local examples; MDTA before and after. Photographs would be great! Also, think of our own faults.
5. **Sarah:** Put files on a shared drive.
6. **All:** Work on materials needed for the resource center.

Who will be instructors: everyone at this meeting, also Carrie Gross. Maria Day may be involved as much as her schedule allows her.

Jane: Sarah, Maya, and I were first trained in the course in Atlanta. Certification should come sometime in September. Can't teach until they have certification.

-Need timeline to key people to begin their training.

-Goal to have late January/early February as the first class. Plan all action items in preparation of this time frame backwards from there.

Sarah: IPER gave us all the materials electronically on CD so we can customize them for our state, which is encouraged. We were also given TTT guides to help us learn iLinc, teaching online courses, and important information regarding the coursework.

Maya: We can do mock presentations on iLinc.

Jane: We have to do a team approach with iLinc because we need one person on IT, iChat, questions, pulling up handouts. Additionally, best to have two people as instructors.

John: Need to do a dress rehearsal.

Jane: Question: Is it reasonable to do 2 classes in one day so classes are not stretched out over as many weeks.

Sarah: We need to work out if this is feasible with IPER and the way they set up classes

Jane: Need to give them homework ahead of time to save class time. Some things to consider: 2 ER classes one week, 2 REPR classes next week (one day per week for each training group).

Sarah: Both ER and REPR have homework. Tests must be given during class time (electronically but can also be given on paper). Pre and post tests.

Jane: in January:

1. Practice
2. Rehearsal
3. Prepare all material – has to be ready at least 3 weeks before first class

Sarah will make copies of materials for us. Need to put MD specific information in the courses before Christmas.

Need a 3 month marketing plan to get the word out to the right people, why this course is important, and get a calendar of the classes together. Marketing plan should be ready end of October/early November. Also, need to have all class dates, times, and locations confirmed before then.

MEMA has a training and exercise division that can post the schedule of classes and handle registration. Reg's must be recorded and sent to FEMA. Students do not need to take class in their jurisdiction. Can take it at other locations if more convenient for their schedule. However, they need to take ER before REPR.

December 1: deadline for course customization.

November 1: deadline for publication of class schedule. All training must be complete by July 1, 2011 (when IPER runs out of their current grant money).

October 1: deadline to have confirmed schedule of classes and names of individuals and organizations that should take the class. We need to list anyone we think should participate in any way. Get their names and position titles. Contact agency heads. We are marketing only our primary group at this time (public officials). At a later time we will train private organizations.

Jane will let us know the maximum occupancy people allowed in the classrooms.

What can be done now:

1. start working on customization
2. create a list of potential participants.